

Fall 2025 Updates to the UCF Human Research Protection Program

August 18, 2025

IRB Protocol and Consent Template Revisions

To enhance clarity, reduce redundancy, and provide researchers with more targeted and useful directions, the IRB office is launching updated application templates as part of the Fall 2025 Toolkit.

These newly revised documents—dated August 18, 2025—are now available in the Huron IRB Library Template tab.

Please review the updated materials and take note of key deadlines and changes outlined below to ensure a smooth submission process.

1. You can begin using the new templates now. The deadline for using the new templates is September 2, 2025. Any INITIAL application in Pre-Submission status on that date will be administratively discarded and a new application with the new templates will be required.
2. Review of applications that are in Pre-Review or Non-Committee/Committee status as of September 2, 2025 will proceed without a need to change the template version.
3. Studies already approved as of September 2, 2025 DO NOT require a template change for modifications. Instead, locate the last finalized copy of the document found in the study documents tab and update that version when creating a modification request.

Protocol Templates

- HRP-503 —Major Revision
 - new organization of the protocol elements
 - additional embedded guidance and instructions that combine information from the previous HRP-503a annotated pdf which has been retired
- HRP-255 and HRP-255SR— Minor Revision
 - additional checkbox options to existing elements
 - additional embedded guidance and instructions
 - investigator certification and sign-off is no longer required
- HRP-250- Major Revision.
 - new organization of protocol elements
 - additional embedded guidance
 - substantial changes to information requested for de-identified biospecimens

- investigator certification and sign-off is no longer required

Informed Consent Forms (ICF)

- HRP-502 and HRP-502b-Minor Revision
 - addition to the IRB contact information
 - updated signature block formatting
- HRP-502a (consent addendum)-Minor Revision
 - addition to IRB contact information
 - additional guidance and instructions
- HRP-254-Minor Revision
 - addition to the IRB contact information
 - additional template language to inform participants about limitations on complete compensation. This language is intended to match information in the protocol and help in avoiding fraudulent survey responses.
 - additional template language for studies using the Psychology Department SONA system

IRB Office Hours and Resources

The IRB office offers several opportunities for real-time guidance

- **The IRB Ambassador** program is back for a second year. This program provides peer-to-peer support for graduate student PIs and undergraduate students with IRB applications. Our IRB Ambassador, Zachary Miller, is available to meet with students to help students select the correct application templates and to provide support in completing the application or responding to revision requests during the review process.
- **IRB Office Hours** have been extended to Wednesday mornings. These meetings are intended as general support to faculty who have specific questions about protocol development or consent processes for their research or for advising student research.
- **Pre-Submission Support** is available for faculty who need help in selecting the correct application templates and to provide support in completing the application and responding to revision requests during the review process. This support is only intended for high level questions about the Huron IRB application process.
- **New Faculty One-on-One** is available to faculty who are new to the IRB process at UCF. Researchers are encouraged to request a meeting time prior to beginning protocol development. Please contact renea.carver@ucf.edu or gillian.bernal@ucf.edu for more information.

- **Faculty Cluster Initiative Support** is available to FCI faculty at any point in the IRB review process. Please contact parisa.fathi@ucf.edu for more information.
- **External IRB Support** is available by emailing irb@ucf.edu with the following information about externally reviewed IRB applications: The reviewing IRB, study title, lead PI, funding information, general purpose of the study, and what research activities UCF investigators will conduct as part of the multisite or collaborative research.

IRB OFFICE HOURS

